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# **STANDARD OPERATING PROCEDURE**

## **Selection, Duties, Access, and Evaluation of DIHS Consultants**

SOP 1.8

Rev. 05/01

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### **PURPOSE: TO DESCRIBE THE SELECTION, DUTIES, ACCESS TO AND EVALUATION OF DIHS CONSULTANTS.**

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**The Division of Immigration Health Services (DIHS) has an interest in ensuring that the information provided by the various consulting sources it relies upon is relevant, timely, and competent. DIHS consultants will be appointed to provide guidance and expertise to staff and Executive Council in their areas of specialization.**

#### **I. Selection:**

- A. Selected and appointed by Executive Council
- B. Reviewed in October of each year to begin in January of the following year.

#### **II. Duties:**

- A. DIHS consultants will be available for consultation on a 24-hour/7-days a week basis by pager, unless on vacation or on leave.
- B. DIHS consultants will provide information that is in accordance to recently published literature as requested by the DIHS Branch Chiefs or their designee.
- C. DIHS consultants will be expected, if asked, to provide reports in verbal or written format, and to honor all deadlines for completion of reports.
- D. DIHS consultants will be expected, if asked, to travel and possibly stay for an extended period of time away from their area of work, in order to assess particular situations or conditions.
- E. DIHS consultants will be expected, if asked, to assemble as part of a team, or task force, in order to provide expert opinion toward the resolution of a multi-disciplinary problem. The consultant will be expected to work as a constructive team member of the task force. Each consultant may be asked to reduce to writing portions, or the entire proceedings from said task force meetings.
- F. DIHS consultants will be expected, if asked, to represent the Division in academic, legislative, judicial, or public relations forums.

**III. Access:**

All DIHS Consultants are accessible to any DIHS employees, not only those within their specialty. The chain of command (staff member - HSA or CD - Consultant) should be used whenever possible.

**IV. Evaluation:**

Since these officers hold the position of Consultant in addition to other duties, the evaluation for their role as DIHS Consultant will be performed by the DIHS Medical Director with input by members of Executive Council. This information will be shared with the Consultant=s immediate supervisor for inclusion in their COERs.